



## **POSITION POSTING**

### **ADMINISTRATIVE ASSISTANT, ACADEMIC OFFICE**

**STARTING IN AUGUST 2023**

#### **OUR SCHOOL**

The Governor's Academy, the oldest boarding school in New England, inspires and engages inquisitive students in ninth through twelfth grade. Our 456-acre campus is located thirty miles north of Boston and five miles south of Newburyport, a classic New England coastal town. Gova has approximately 400 students and 200 employees.

Gova faculty and staff are committed to creating and cultivating an intentionally diverse and inclusive community that allows students to learn from each other's unique backgrounds and experiences, discover their passions, use their unique voices, and achieve academic and co-curricular excellence. We welcome applications from candidates of all backgrounds.

Adults in our community are professionals who appreciate individuality, collaboration, and service to others—all so that we can go far together.

#### **POSITION SUMMARY**

The Administrative Assistant provides administrative support to the Academic Office. The Administrative Assistant organizes, coordinates, and performs administrative duties requiring independent judgment, discretion, and confidentiality.

#### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Assist the Academic Dean and Registrar as needed with administrative support and office management
- Assist the director of marketing and communications with calendar management, expense reports, and budget management.
- Maintain and coordinate Veracross Calendar and organize committee meetings with the following departments: Athletics, Academics, College Counseling, Fine Arts, Admissions, Dean of Students, and Development for dates.
- Resource calendar - reserve classrooms as requested
- Notify parents and advisors of late warnings
- Collaborate with Registrar and College Counseling Office with transcript management and student credits
- Complete Rank List each quarter
- Assist with internal and external communication with Family Weekends
- Set up for School Year Abroad (SYA) representatives.
- Oversee Add/Drop forms/Independent Studies forms each semester
- Facilitate the AP exam process
- Proctor classes and end-of-the-year exams as needed

- Manage the Summer reading and summer work documents
- Work with department chairs to coordinate new student registration documents:
- Collaborate with IT to update Registration documents for new students
- Track new student course registration/placement tests
- Coordinate Student questionnaires with Advisors
- Other duties and projects as assigned

## **QUALIFICATIONS**

- Bachelor's degree is preferred, and/or 3 or more years of equivalent work experience.
- Excellent verbal and written communication skills.
- Strong Google Suite skills are crucial. Proven ability to utilize and develop electronic spreadsheets.
- Experience with Veracross and SAO is preferred but not required.
- Must be attentive to detail. Accurate and timely data entry and reporting skills.
- Ability to organize workload, multi-task, adapt quickly to change, and deliver under deadlines.
- Ability to develop and maintain cooperative and professional working relationships.
- Prior work experience in an academic office is not required, though some knowledge of independent and/or boarding school life is preferred.
- Must be able to work collegially; must be committed to working in a diverse community and have the ability to communicate effectively with diverse populations.
- Participates in professional development as related to justice, equity, diversity, and inclusion work.

## **SUPERVISION RECEIVED**

This position reports directly to the Academic Dean.

## **HOURS**

Full-Time, non-exempt position. Work from home is available during certain times of the year.

## **BENEFITS**

Benefits are available with this position.

## **PHYSICAL DEMANDS**

- Occasional lifting, bending, and climbing stairs.
- Frequent talking, listening, walking, sitting, and standing.
- Ability to perform multiple concurrent tasks and function in a fast-paced working environment.

## **WORK ENVIRONMENT**

The successful candidate will be flexible, enthusiastic, hardworking, and responsible, and will enjoy a very busy work environment in which he or she will meet many people on a daily basis. The Governor's Academy is a non-smoking campus.

To apply for the Administrative Assistant position, please click [here](#).



## **STATEMENT OF SCHOOL VALUES**

As an educational community, the Academy has an administration, a faculty, and a student body committed to learning. We pursue this commitment in a dynamic environment that fosters lifelong intellectual independence, responsibility, teamwork, service, and respect for others. We are committed to creating and maintaining a diverse and inclusive community that is physically and emotionally healthy.

Applicants for employment are considered without regard to race, color, religion, sex, pregnancy or a condition related to pregnancy, sexual orientation, gender identity, national origin, ancestry, genetic information, age, physical or mental disability, status as a veteran or being a member of the Reserves or National Guard, military service, application for military service, or any other category protected under state or federal law. Please notify us if you wish to request a reasonable accommodation to complete this application, interview for the position, or otherwise participate in the hiring process. We will consider all such requests in accordance with applicable law.

